



Responsible Person or person having control of the premises:

Address of premises:

The Greenfield Centre, Park Avenue, BS36 1NJ

Assessor:

Sian Pumford & Elaine Teuton

Date of risk assessment:

14/07/2020

Date of previous risk assessment:

13/07/2020

Date of assessment review:

Ongoing and ever changing

Level of risk on day of assessment:

Medium

Signed by assessor:

S K Pumford & E Teuton



Who is at Risk		Likelihood	Chance	Description
A	Staff team	1. Very unlikely	0 - 20%	The event may occur only in exceptional circumstances
B	Parents	2. Unlikely	21% - 40%	The event could occur at some time
C	Children	3. Moderate	41% - 60%	The event will occur at some time
D	Volunteers	4. Likely	61% - 80%	The event could occur in most circumstances
E	Other Agencies/visitors	5. Very likely	81% - 100%	The event will occur in most circumstances

Severity	Description. Mental health related in blue
1. Negligible	Minor first aid treatment causing minimum work interruption. Apprehension/ Alarm on one off occasion or of short duration requiring no treatment.
2. Minor	Injury requiring first aid treatment. Minor concern or worry being displayed over a period of time, but responding to local support from manager and colleagues, and not requiring time off work.
3. Serious	Injury requiring medical treatment, causing inability to continue work for more than 7 days (excluding day of accident). RIDDOR. Significant trauma displayed after event or over considerable period of time, causing health issues requiring GP or counselling.
4. Major	Permanent or life changing Major trauma related illness resulting in self harm and long term incapacity requiring medical treatment and/or counselling.
5. Fatalities	Single or multiple deaths. Extreme mental health issues leading to suicide.

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Ranking	
1 - 5	Low risk - acceptable, monitor
6 - 15	Medium risk - acceptable, subject to guidance
16 - 25	High risk - unacceptable, activity must not proceed



Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
COVID-19 Children on site	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government guidance being followed • The DFE guidance "Early years and childcare COVID-19 guidance is being followed • Only bubbles A, B, C totalling 45 children are being booked in. Record kept of all attendees. • All children wash hands regularly. • Parents do not enter Club. • Staff supervise the washing of children's hands on entry before entering their bubbled group area • Always in line with staff to children ratios • Information posters are present across the site on hygiene • Regular cleaning of frequently touched areas • Children are booked in & allocated a bubble before attending • Children are welcomed and given a short talk on which group they are in/which coat peg hooks, drinks station & toilet is for their allocated group • Parents agreed to terms and conditions stating that Club cannot guarantee social distancing but measures are in place to reduce transmission between groups etc • Parents agreed to terms and 	3	5	15	One way entry and exit system to be introduced Completed 14/07/2020 SKP	2	5	10



Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		<p>conditions stating that they will act in a responsible manner outside of Club, ensuring protective measures for both themselves and their children</p> <ul style="list-style-type: none"> Agreed terms and conditions from parents state that their children only attend one other setting over the Summer holidays 							
<p>COVID-19 Someone who is infected entering the premises</p>	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed The building is closed to the public so visitors are not permitted Deliveries are left at main entrance Information posters are present at entrance/exit Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies. Best practice hygiene requirements are being followed. Frequently touched areas cleaned at the start and end of every day. All events cancelled until further notice Manager communicates daily with Committee to assess and evaluate the risks via mobile devices Other users such as pre school entering building in their areas in a very limited capacity and supervised 	3	5	15		2	5	10



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		by staff. <ul style="list-style-type: none"> Parents have a waiting zone for drop off and pick up if entrance/exit is already being used – communicated through facebook page and email Parents agree that their child is capable of following social distancing and protective measures given within the Club 							
COVID-19 Someone becomes ill in the workplace	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online If the person affected is a contractor, their organisation will be informed if possible Workplace will be decontaminated following UK Government guidelines Best practice hygiene requirements are being followed. Managers communicating daily to assess and evaluate the risks Best practice social distancing of 2 meters is being followed as best as possible Information posters on hygiene are present on notice board and toilets Regular cleaning of frequently touched areas take place 	3	5	15		2	5	10



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		<ul style="list-style-type: none"> Parents to be informed immediately Parents agreed to terms and conditions regarding non attendance due to sickness/Covid19 symptoms 							
COVID-19 Contaminated workplace	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Workplace will be decontaminated following UK Government guidelines Deep clean carried out before Club re-opens Best practice hygiene requirements are being followed. Best practice social distancing of 2 meters is being followed as best as possible Information posters are present across site on hygiene Regular cleaning of frequently touched areas Club is closed to the public so visitors not permitted Information posters are present at notice board Only necessary maintenance carried out by external contractors Extra hygiene by staff encouraged 	3	5	15		2	5	10
COVID-19 Workplace gatherings	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Social distancing has been 	3	5	15		1	5	5



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		implemented between staff members <ul style="list-style-type: none"> All employees who are able to work from home have been told to do so Staff & Committee meetings take place via video or similar Future Club users/visits to Club are cancelled No handshaking Social distancing of 2 meters for remaining staff where practicable 							
COVID-19 Vulnerable Employees	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Managers have identified certain vulnerable employees Vulnerable employees may be required to work from home Pregnant workers will be told to self-isolate or work from home 	3	5	15		2	5	10
COVID-19 Employees who have contracted COVID-19 outside of work	A, B, C, D, E	<ul style="list-style-type: none"> Staff have read risk assessment and know to take precautions such as face mask when shopping etc, social distancing etc as advised by the Government UK Government guidance being followed (updated versions shared) If NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal Club policy. 	3	5	15		1	5	10



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		<ul style="list-style-type: none"> Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidelines Employees with COVID-19 or suspected COVID-19 will self – isolate as per Government guidelines The workplace of employee who has contracted COVID-19 will be decontaminated in line with Government guidelines by Apollo Cleaning 							
COVID-19 Symptomatic or exposed employees remaining in workplace	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Employees are advised to follow NHS Guidance online and report illness to Manager as usual Symptomatic employees will be instructed to go home Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance The workplace will be decontaminated following 	3	5	15		1	5	10



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		Government guidance							
COVID-19 Self isolation and wellbeing	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<u>Stay at Home Advice</u>) Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Managers & Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Group Messenger or Skype/Zoom etc 	3	3	9		1	3	3



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COVID-19 Travel	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Currently the FCO provides foreign travel advice for travellers Employees and parents are advised not to travel into work using public transport Parents have signed an agreement to say they are not travelling into Club on public transport Employees are advised to keep Social distancing whilst traveling Employees advised not to travel unless absolutely necessary 	3	5	15		1	5	5
COVID-19 Visiting other sites	A, B, C, D, E	<ul style="list-style-type: none"> All visits to other sites such as training courses have ceased All visits to Committee member meeting locations have ceased 	3	5	15		1	5	5
COVID-19 Other building users	A, B, C, D, E	<ul style="list-style-type: none"> The other site users do not enter the Club. Pre school staff will have limited access. 	2	5	10		1	5	5



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COVID-19 Committee and Staff Meetings	A, B, C,	<ul style="list-style-type: none"> UK Government guidance being followed Face to face staff meetings replaced by online communications Committee are not attending site Committee are being kept up to date via email and telephone. Committee meetings will be conducted via mobile devices and without the need for any Committee member to travel 	2	5	10		1	5	5
HIGH RISK CROSS CONTAMINATION AREAS/TIMES: Group areas for A, B & C- Toilets Kitchen (Staff) Gates and doors Toys & equipment Shared toys/equipment Telephone/s PC & keyboard Doorbells Microwave/kitchen cupboards, cooking utensils/kettle and fridge/freezers Cleaning items, vacuum & black sacks etc	A,B,C	<ul style="list-style-type: none"> These areas/items will be cleaned on a regular basis by the staff members in each room Staff will wash their hands before and after using shared equipment & pre-wiping and post-wiping of the item with antibacterial solution will take place Doorbells cleaned after each use Gates open so as not to encourage touching On handover, staff from the same bubbles must stay socially distanced On shutting down the Club, door handles will be cleaned as each area (A, B & C) is closed down Each staff member will clean their own A, B & C areas 	3	5	15		2	5	15



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Separate group A, B & C areas/equipment- Drinking cups & jugs x2 Toilets Coats, bags & lunchbox area/hooks Outdoor benches Outdoor sports equipment including plasma cars Tablets & chargers Sand/water play trays Cooking/playdough		<ul style="list-style-type: none"> Where possible, the groups will use their own allocated items to reduce contamination Posters displayed for A, B & C groups Items such as jugs etc labelled as A, B or C Individual named cups for each staff member & children Lunchboxes requested as wipeable in our terms and conditions All staff given clear guidance and training along with clear posters and having risk assessment read and understood before attending 	4	5	20	Risk assessment shared with both Committee and staff team Action completed 14/07/2020	3	5	15